

Lt. Governor's Office

Utah State Capitol Complex, Suite E325
Salt Lake City, UT 84114-0607

Website: <http://notary.utah.gov>
Email: authentications@utah.gov
Phone (801) 538-1041

AUTHENTICATION DOCUMENT REQUEST FORM

****WALK-IN SERVICE BY APPOINTMENT ONLY****

____/____/____
Date received

____am ____pm
Time received

Quantity of Documents

Country Documents will be used in

Name

Daytime Telephone Number(s) with area code

Address

City/State/Zip Code

Payment Amount \$_____

☐ Check (made payable to "State of Utah")/ ☐ Money Order/ ☐ Cash/ ☐ Credit Card (Visa or MasterCard)

- ☐ Please mail documents to me by regular mail
- ☐ Please use envelope provided
- ☐ Please notify me for pick-up

for mailing only ↓

VISA OR MASTERCARD NUMBER

3 DIGIT
CARD CODE

EXPIRATION

NAME AS APPEARS ON THE CARD

AUTHORIZATION SIGNATURE

PLEASE NOTE

INCORRECT OR IMPROPERLY completed documents could delay your processing time.
Preparation of your approved documents may take up to five (5) working days.

Processing Duration:
Days ____ Hours ____

Office Use Only

____ Notary
____ Birth Cert
____ Death Cert
____ Court Clerk
____ County Clerk
____ Marriage License
____ County Recorder
____ Transcript
____ Divorce
____ BCI

____ Apostille
or
____ Certification

____ check
____ cash
____ credit card
____ on account

Dollar Amount due \$_____

Date Picked up/ mailed ____/____/____

Date Paid ____/____/____

Receipt #_____

NOTES: _____

